

समन्वय समिति, लोक नायक भवन
 Coordination Committee, Lok Nayak Bhawan
 वित्त मंत्रालय, व्यय विभाग
 Ministry of Finance, Department of Expenditure
 महालेखा-नियंत्रक
 Controller General of Accounts

By Speed Post

7 वीं तल, लोकनायक भवन
 7th Floor, Lok Nayak Bhawan
 खान मार्केट, नई दिल्ली - 110003
 Khan Market, New Delhi - 110003

दिनांक
 Dated 26th February, 2010.

To

Sub.- Inviting sealed quotations for Security and Parking arrangements in basement/ Gate No. 1 to 5 of Lok Nayak Bhawan, Khan Market, New Delhi.

Dear Sir,

Sealed quotations are invited in 2 bid format (clearly and separately marked in separate envelopes as "Technical Bid" and "Commercial Bid") for awarding of contract for Security and Parking arrangements in basement and Gate No. 1 to 5 of Lok Nayak Bhawan, Khan Market, New Delhi

The detailed terms & conditions of the contract are as under:

Selected firms shall provide the services of 12 guards and 2 supervisors as per following shifts.

Period of duty	No. of Guard	Place of working
From 7 a.m. to 3 p.m	2 (Two)	Basement
From 3 p.m to 11 p.m	2 (Two)	Basement
From 11 p.m. to 7 a.m.	2 (Two)	Basement
From 8.30 a.m. to 6.30 p.m.	2 (Two)	Basement
From 8.30 a.m. to 6.30 p.m	5 (including Supervisor)	Gate No.1 to 5.

(a) All prospective tenderer shall deposit an EMD of Rs.10,000/- by way of demand draft to be made in favour of PAO., CGA, M/o Finance. Tender without EMD will be summarily rejected. EMD/DD should be forwarded with "Tech. Bid".

(b) All tendering parties should have experience of providing security and parking attendants services to Govt. deptts./Ministries, PSUs etc. for a minimum period of 3 years. Documentary evidence be attached from the user Deptt./offices alongwith quotations (Tech.Bid).

- (c) The selected firm shall provide additional Number of trained security guard as required by Coordination Committee from time to time on the same terms & conditions as are applicable to this agreement.
- (d) The Contractor/Agency would be responsible for the protection and security of Government property from any type of encroachment, the service will include the prevention of theft, burglary, trespassing, encroachment and removal of unauthorized person/structure from the premises in liaison with the local police/Municipal authorities. The agency shall also ensure that there is no dumping/storage of Malba/construction material by any Deptt./CPWD/NDMC/Locally engaged contractors in the premises used for parking outside Gate Nos. 1, 2 & 3 and the basement.
- (e) Selected firm shall ensure that a register is maintained by them for entry and exit of all vehicles at the abasement.
- (f) Selected firm shall ensure proper parking of only authorized/labeled vehicle in the basement and around the building.
- (g) Selected firm shall ensure that the guards are trained on fire systems. Certificates of training will have to be provided within two months from the competent authority i.e. Delhi Fire Service.
- (h) Security/Agency equipment like uniform, Shoes, lathis, whistles, Torch etc. required for the work should be arranged by the Agency at its own cost.
- (i) In case of involvement of any security guards or any other person associated with the selected firm with theft, pilferage, dishonesty, loss or damage to Government Property, directly or indirectly, the appropriate authority will be compensated by selected firm for loss/damage as determined, and in a manner as decided by the Coordination Committee.
- (j) It shall be incumbent upon selected firm to ensure that all security personnel so deployed have their antecedents duly verified by the police and necessary documentation in this regard provided to Coordination Committee at the earliest.
- (k) No security staff shall be deployed at each site continuously for more than 90 days at one site and the Department shall have no involvement in any claim submitted by staff for permanent absorption in the Department on the pleas of working/engaged on Government duty.
- (l) It shall be incumbent upon the selected firm to comply with all statutory Rules, Regulations and Acts in force from time to time.
- (m) The personnel deployed for the purpose of security and parking arrangement must be paid by selected firm the Minimum Wages notified by the Govt. of NCT of Delhi from time to time as per the Minimum Wages Act , 1948. The contracting firm shall undertake to furnish a monthly certificate of the legal requirement having been complied with including EPF, ESI, Gratuity etc. Coordination Committee will not be responsible or liable for any violation of statutory /local laws and rules.

- (n) The Agency should register themselves in the Labour Enforcement Departments and should deal with the Labour Department directly and shall meet all requirements of Central Labour (Regulation and Abolition) Central Rules, 1970. Contract Labour (Regulation and Abolition) Central Rules, 1971 and Child Labour (Prohibition and Regulation) Act, 1986. Nothing extra will be paid on this account.
- (o) Tendering parties must submit copies of last 3 year's return of Income Tax submitted to I.T authority and must have an annual turnover over Rs. 25 Lacs per annum.
- (p) Selected firm will be responsible for proper and disciplined behavior of all personnel employed by them in performance of this contract and shall exercise proper control over them, at all times.
- (q) Non-compliance with any condition mentioned at para (a) to (p) above including failures to attach necessary documentary evidence, shall result in summary rejection of the offer of the firm.
- (r) Quotation for contract for the above work may be furnished latest by 15.3.2010 in 2 Bid format, separately in 2 Sealed covers clearly marked as "Technical Bid" and "Commercial Bid" so as to reach the undersigned latest by 3.00 P.M. The Commercial Bid shall be in the prescribed format enclosed (Annexure-I).
- (s) For any further information/details you may contact the undersigned on telephone No.24616507 or 24632344 and can inspect the office complex between 10.30 a.m. to 5.00 p.m. on any working day to understand the scope of work. This office reserves the right to cancel all/any quotation received without assigning any reason thereof and the decision of the Coordination Committee in this matter shall be final.

Yours faithfully,



(Sunil Kumar)

Sr. Accounts Officer (Admn)

Tel. No. 24616507

Copy to :-

1. Director General (Resettlement), Min. of Defence, R.K. Puram, New Delhi with the request to circulate this tender notice amongst all of their empanelled security agencies urgently.
2. Technical Director, NIC for uploading on web of O/o CGA.
3. Uploading on tenderindia.gov.in

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